

Topics for Lectures on Supervision

1. Orientation of new assigned employee to a new job includes:
 - a. Explanation of function and organization of component.
 - b. Specific rules and mode of operation of the component.
 - c. Assignment of job responsibilities - what is expected -
what are the authorities - the limitations. What is the
review procedure.
 - d. Effect and use of end product.
2. Supervisory image -
 - a. Maintaining respect of employees -
 - (1) Integrity
 - (2) Fairness
 - (3) Ability
 - b. Stability
 - (1) Employees know what to expect.
 - (2) Employees know why changes are made.
 - c. Decisions
3. Organization of Work Supervised -
 - a. Preparation of functional statements.
 - b. Organizational segregation of activities.

- c. Individual segregation of activities.
- d. Establishment of procedures for work flow.
- e. Clear-cut delegations of authority.

4. Job Classification -

- a. Purpose
- b. Use
- c. Supervisor's responsibility